

## Suggested Alternative Documents for Screening Immigrant Populations

### Documents that establish identity:

- Citizenship Card, Consulate Cards
- INS Form I-864, Sponsorship verification
- Certificate of Naturalization (INS I-550)
- Voter’s registration card
- US Passport
- Certificate of US Citizenship (N-550 or N-561)
- Unexpired foreign passport, with 1-555 stamp or INS form I-94 indicating unexpired employment authorization
- Alien registration receipt card (I-688)
- Unexpired temporary resident card (I-688)
- Unexpired employment authorization card (I-688 or I-688B)
- Unexpired reentry permit (I-327)
- Unexpired refugee travel document (I-571)
- Driver’s License or ID card
- Military card, draft record, or military dependant card
- School ID card with photograph
- Hospital records
- Day care or nursery school records

### Documents that establish past rental history:

- Records from school district to establish stability
- Letter from utility company to establish rental history
- Letter from former landlord with a phone number
- Copy of lease from former residence

### Documents that establish credit or ability to pay rent:

- Letter from employer
- Current contracts for major purchases to help identify credit
- Bank records
- Sponsorship letters
- INS Form I-864 Sponsorship verification
- Social Security card
- Individual Taxpayer Identification number (ITIN)
- Current pay stubs
- Benefit Award Letter (SSA, DSHS, etc.)
- Section 8 Voucher
- School Payment contracts
- Paid off Installment contracts
- Paid Utility

## ORCA ♦ WISDOM ♦

Never put both feet in your mouth at the same time because then you won ’t have a leg to stand on.

## Win! Win! A large plush orca!



All you have to do is send over rental applications! When you receive a report back—**look for the whale tail!** It will be somewhere on the report. Find the whale tail and call us immediately! If you are first to call us you will be a **WINNER!** We will have one winner each week!

## Dispute Resolution Center How to Resolve Conflicts

The King County Dispute Resolution Center has been helping residents and community groups settle disputes since 1987. We have learned a lot about conflict resolution in the process and we think that these suggestions can help you communicate better when you are trying to solve a problem.

1. Talk Directly. Assuming that there is no threat of physical violence, talk directly to the person with whom you have the problem. Direct conversation is much more effective than sending a letter, banging on a wall, throwing a rock or complaining to someone else.
  2. Choose a good time. Plan to talk to the other person at the right time and allow yourselves enough time for a thorough discussion. Don’t start talking about the conflict just as the other person is leaving for work, after you have had a terrible day, or right before you have to make dinner. Try to talk in a quiet place where you can both be comfortable and undisturbed for as long as the discussion takes.
  3. Plan ahead. Think about what you want to say ahead of time. State clearly what the problem is and how it affects you.
  4. Don’t blame or name-call. Antagonizing the other person only makes it harder for him or her to hear you. Don’t blame the other person for everything or begin the conversation with your opinion of what should be done.
  5. Share important information. Don’t interpret the other person’s behavior - “You are blocking my driveway on purpose”
- \*\*\*Continued on the back of this newsletter...

**ADVERTISING TIPS**

**Fair Housing**

The following is a list of words or phrases that are unacceptable when used as preferences or exclusions. This list is by no means complete:

- adults only
- bachelor
- Christian home
- couple
- exclusive
- Ideal for physically fit person
- private community
- integrated
- mature
- membership approval
- must be able to live independently
- no children
- no children over 12
- no Jews
- no Mexicans
- no playground for children
- no wheelchairs
- not suitable for disabled
- one person
- perfect for retired
- perfect for seniors
- religious landmark
- restricted
- singles only
- white family home

The following is a list of words or phrases that are acceptable:

- apartment community with chapel
- cozy
- desirable neighborhood
- disabled welcome
- families welcome
- family room
- female roommate wanted (if the roommate will share living space)
- 55+ (for HOPA communities)
- fourth-floor walk-up
- great view
- jogging trails
- kosher meals available
- master bedroom
- no bicycles allowed
- non-smoking
- private drive
- quiet streets
- rare find
- section 8 welcome
- sober
- walk to bus stop
- walk-in closets
- wheelchair accessible
- wheelchair ramp

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just to make me mad!" Instead, give information about your own feelings - "When your car blocks my driveway, I get angry because I can't get to work on time."

6. Listen. Give the other person a chance to tell his or her side of the conflict completely. Relax and listen; try to learn how the other person feels.

7. Show that you are listening. Although you may not agree with what is being said, tell the other person that you hear him or her and are glad that you are discussing the problem together.

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**Squash Workplace Wars**

For many people, the workweek is longer than the fabled 40 hours. Working through lunches and late nights can keep you at the office for the bulk of your waking hours.

Is it any wonder there's some workplace friction once in a while?

Like childhood siblings who can't help but get on each other's nerves, officemates can push your hot buttons without even trying. The problem is, nobody's there to put you in separate rooms until you cool down. A conflict can escalate from a difference of opinion to a full-fledged battle.

Sometimes no matter how willing you are to ignore the problem, you just can't. If your mental health depends on overcoming a workplace war, it's time to deal with it.

**Co-Worker Conflict -**

Disagreements with colleagues are anything but rare. For one thing, you probably spend more time interacting with colleagues than with anybody else. Human nature suggests you'll get irritated with each other at one time or another. Factor in perceived competition for promotions and your boss' attention, and you have the recipe for a co-worker conflict.

Solution is to first, take a moment to plan out your course of action. You want to take emotion out of the equation and make sure you are being proactive instead of reactive, says Carly Drum, workplace etiquette expert with a New York-based executive search firm Drum Associates. Set up a meeting and have an agenda ready so you can ensure you stay constructive and on task. The goal of the meeting should be to "discuss how to work more effectively as a team and to discuss issues that might be posing obstacles."

**Boss Conflict -**

Well, you're fighting with your boss and that's never good. A lot of issues factor into it, whether it's just a difference of opinions or office politics. Even if you don't deal with your boss one-on-one every day, he or she influences your daily tasks and your future at the company. It's a tightrope walk deciding how to stand up for yourself without having to immediately pack your things and be escorted out by security.

A good boss will engage you in a dialogue about any concerns you have if you approach him or her in the right way. Arrange a meeting to talk about what's troubling you, Drum suggests. "No one likes to be blindsided, especially your supervisor." Focus on how your concerns affect productivity and the environment at work. "Your main goal should be to improve processes or issues within the company. Just make sure that you do not become a 'squeaky wheel'."

Regardless of whom you're not getting along with, remember that you decide what your limit is. If remaining silent adds to your stress level instead of alleviating it, then you should speak up. If you're in an environment where nothing changes or your concerns aren't addressed, think about whether or not it's a good place for you.